

## **Policies for Renting the Kensington Mansion Grounds**

Scarborough-Hamer Foundation  
P.O. Box 237 Eastover, SC 29044  
803.353.0456

### **General Information:**

Kensington Mansion is located at the intersection of US 601/McCord's Ferry Road and SC 764 in the vicinity of Eastover. The entrance to the Mansion is approximately six miles south of the intersection of US 601 and US 76/SC 378.

Kensington Mansion is owned and maintained by International Paper Company (hereafter IP) which has formed a partnership with the Scarborough-Hamer Foundation (hereafter SHF) to open the Mansion to the public.

*Only the grounds in the immediate vicinity of Kensington Mansion are available for rental. At no time is the interior of the Mansion rented for events. At an additional charge, the Mansion can be opened for tours during the hours of the rental event.*

### **Rental Hours:**

The site is available for rental Thursday through Saturday, 9:00 a.m. to 11:00 p.m. At no time will event staff or guests be allowed on the grounds after 11:15 p.m.

Please note that Kensington Mansion is open to the public on Fridays and Saturdays, with tours beginning at 9:30 a.m., 11:00 a.m., 1:00 p.m. and 2:30 p.m. Tours of Kensington Mansion will continue to be offered to the public if a rental event occurs during regular operating hours.

### **Reservations for rentals:**

A completed and signed Application and a deposit of \$250.00 must be submitted to SHF staff with submittal of the Application for Use at least 30 days prior to the event. Payment of all rental fees must be made 14 days prior to the event.

If the event is cancelled more than 14 days prior to the event, the deposit will be returned. No fees will be returned if the event is cancelled fewer than 14 days prior to the event.

A \$200.00 security/damage deposit must be submitted along with final payment at least 14 days before the event. The security/damage deposit will be returned within 14 days after the date of the event, subject to the condition of the grounds and all buildings after the event.

The applicant should arrange a meeting with SHF staff to review plans for the event and the Kensington Mansion Rental Policies.

The applicant will be asked to submit a plan showing where the event will take place on the grounds, including the location of tents, contractors, port-o-lets, parking etc. The plan must be approved by SHF and IP staff at least 30 days prior to the event.

A copy of the Renter's application signed by SHF staff confirms the reservation.

**Rental Fees:**

- For up to 200 guests: \$1,000.00 for up to 6 hours
- For 200 - 300 guests: \$1,200.00 for up to 6 hours
- Time includes set-up and clean-up on the day of the event.
- The Renter will be charged \$100.00 per hour for every hour that guests or event staff (caterers, etc.) are on the grounds over 6 hours.
- The Renter may request tours of Kensington Mansion during the event for an additional charge of \$2.00 per person. Tours must be arranged in advance with SHF staff, and paid in full with other rental fees 14 days prior to the event.

**Capacity:** 300 persons.

**Liability:**

The Renter will be responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors or guests in connection with the use of Kensington Mansion and its grounds. The Renter further assumes the obligation to indemnify and hold harmless IP and the SHF, their officers, employees and agents against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of others, arising out of or suffered through any act of omission of the Renter, its employees, agents, contractors or guests, in connection with its use of Kensington Mansion and its grounds.

**Responsibility of Renter:**

The person signing the Application is responsible for any damages incurred during the rental hours. The Renter is responsible for any subcontractors retained (caterers, florists, musicians, party rental services, etc.) and ensures that each understands and conforms to the Policies.

The Renter will be responsible for the set-up and furnishings (i.e. chairs, tables, trash cans) for the event and for obtaining approval of the plans for the event from SHF staff. The use of tents or other temporary structures and their setup location must also be approved by SHF staff.

The Renter agrees to clean up and restore the grounds after the event, taking all trash and garbage away, including cigarette butts, and to leave the grounds in the same manner found. The security/damage deposit will be returned after the event to the extent the grounds are left in good order to the reasonable satisfaction of SHF and IP.

**Alcoholic beverages:**

Wines and champagne only are allowed on the premises. The Renter and the Renter's caterer bear full responsibility for any and all consequences arising out of the use of alcohol. All other alcoholic beverages are prohibited. SHF and IP reserve the right to have any guests removed who are abusive or destructive to property or do not adhere to the rules set up by the contract.

**Smoking:**

Smoking is NOT permitted in any of the buildings, including Kensington Mansion, its porches, or in the kitchen building (where the restrooms are located). If desired, the Renter must request that SHF and IP designate a discrete smoking area. The Renter must provide an appropriate means for disposal of

cigarette butts and a fire extinguisher. Smoking will be allowed during the event only in the designated smoking area. The Renter will be charged an additional clean-up fee for cigarette trash left on the site after the event.

**Facilities:**

No food preparation facility is available on the premises. Please notify your caterer of this limitation. Cooking on the grounds will only be in designated areas and must be approved in advance by SHF staff. **There is no potable water available on the site.**

Two bathroom facilities are available in the kitchen building for public use. **For events with more than 150 guests, the Renter must provide additional port-o-lets.**

**Fires and outdoor cooking:**

Fires, open candles, firecrackers and sparklers are not permitted on the property. Tea lights or votives are acceptable. The Renter will notify SHF staff at least 30 days prior to the event of *any* proposed use of open fire, including for food preparation. Upon approval of SHF staff, the Renter will obtain the proper permits from IP.

**Security:**

The Renter is responsible for all rental property and any other items left before or after an event.

**Decorations/landscaping:**

The Renter will obtain the approval of SHF staff for any decorations (floral or other) on the Mansion's exterior, including the steps, doorways, and porches. Nothing may be attached by thumbtacks, nails, staples or duct tape to Kensington Mansion or to the kitchen building. All decorations must be freestanding.

Glitter, confetti and other variants cannot be used on the grounds.

By signature of the Application, the Renter acknowledges it has inspected the grounds and has determined the grounds are acceptable for use intended by the Renter. SHF and IP are under no obligation to improve or modify the condition of the grounds, including landscaping and lighting. The Renter may, subject to the approval of SHF staff, arrange for additional grounds keeping or lighting at the Renter's expense.

**Parking:**

Parking for events is available on the grounds in an area designated by SHF staff. Parking is not allowed in any other area of the grounds. Renter is responsible for any personnel needed for parking or traffic control.

**Equipment:**

The Renter is responsible for making all arrangements for rental, delivery and pick-up of tables, chairs, tents, linens, dishes, etc. and for all other service providers. Set-up or removal for an event may be scheduled during Kensington Mansion's normal operating hours (Friday and Saturday, 9:00 a.m. to 4:00 p.m.) at no charge. All tents and other rental items, and all decorations must be removed within two business days. The Renter will be charged \$100.00 per day after this deadline that items remain on the grounds.

**Clean-up:**

Clean-up is the responsibility of the Renter and its subcontractors and must be done to the satisfaction of SHF and IP staff. All trash and debris must be bagged, tied, and removed from the site at the end of the event. All rental items and decorations must be removed. The security deposit will not be returned until the entire property is cleaned to the satisfaction of SHF and IP staff.

**Photographs:**

Photos taken on the outside of Kensington will be for personal use only and are not to be published without the written permission of IP. Professional photographers must sign a camera permit and pay a fee for pictures taken at Kensington. No photographs are allowed inside Kensington Mansion.

By hosting or participating in an event at Kensington Mansion, you and your guests have given permission for any photographs or videos to be used in publications of SHF and IP.

**Bridal Portraits:**

A Renter who has reserved the grounds of Kensington Mansion for a wedding event and has paid the appropriate deposits may also have bridal portraits taken on the grounds. Photographs may be taken on the grounds or on the exterior of the house including the porches. No photographs are allowed inside any of the buildings, including Kensington Mansion. The use of the grounds for the photographs may not last longer than four hours during a one (1) day period, and must occur on a day when a SHF staff member is on site (usually Thursday, Friday and Saturday). There is no additional fee for the use of the grounds for bridal portraits. However, if the Renter uses the grounds for photographs but later cancels the rental contract, the Renter forfeits the \$250 deposit.

**Wedding Rehearsals:**

A Renter who has reserved the grounds of Kensington Mansion for a wedding event may use the grounds of the Mansion for up to two hours for a wedding rehearsal for no additional charge, if the wedding is scheduled for the following day.

**Publicity:**

Any publicity for events using the name Kensington Mansion must be approved in advance by staff of IP.

**The Scarborough-Hamer Foundation and International Paper reserve the right to end or cancel any event during which the above Policies are violated, with no refund to the Renter. The Renter will be charged for any damage or repair to the site resulting in violation of any of the above Policies.**

## Application for Use of the Kensington Mansion Grounds

Scarborough-Hamer Foundation  
P.O. Box 237  
Eastover, SC 29044  
803.353.0456

Name of organization/individual(s): \_\_\_\_\_

Name of responsible party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s) of responsible party: \_\_\_\_\_

Email of responsible party: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Day and date of event: \_\_\_\_\_

Requested hours of use:

Set up date and time: (date) \_\_\_\_\_ (time) \_\_\_\_ - \_\_\_\_

Event date and time: (date) \_\_\_\_\_ (time) \_\_\_\_ - \_\_\_\_

Clean up date and time: (date) \_\_\_\_\_ (time) \_\_\_\_ - \_\_\_\_

Number of persons expected on site (including guests and staff): \_\_\_\_\_

Names and phone numbers of contactors for event:

Food to be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Entertainment: \_\_\_\_\_

Tours of Kensington Mansion to be included as part of the rental:

Yes \_\_\_\_\_ No \_\_\_\_\_ Time(s) of tour(s) \_\_\_\_\_

Map of Kensington grounds completed with event plan attached: Yes \_\_\_\_\_ No \_\_\_\_\_

As the authorized representative for the above named organization or the individual responsible party, in the event this application is accepted by the Scarborough-Hamer Foundation and International Paper, which may do so in their sole discretion, I/we hereby agree to the terms and conditions as stated in the “Policies for Renting the Kensington Mansion Grounds.”

I/we have read this document in its entirety and I/we understand and accept all of its terms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of SHF, title

\_\_\_\_\_  
Date

**Please submit a \$250.00 deposit at time of application. Checks may be made to *Scarborough-Hamer Foundation*. The deposit will be returned if event is cancelled more than 14 days prior to the event.**

cc: International Paper  
International Paper Security